

RECORDS MANAGEMENT CONFERENCE  
22 - 23 October 1968

Contents

I Checklist

II Forum Panel Sessions

- a.) Forum panel groupings (1 - 6)
- b.) Forum panel question
- c.) Form 2900 & Forum Panel Recommendation
- d.) Form: Records Program Training

III Workpapers - Miscellaneous

- a.) groupings for Conference Pictures
- b.) Directorate breakdown - Conference Attendees

IV Memoranda

- a.) DDS - Records Management Conference
- b.) [REDACTED] Use of facilities for Conference
- c.) Letter to Office Heads - Designee for Conference
- d.) Letter to RMO - announcing Conference
- e.) IAS Designee - incoming
- f.) CA Designee - incoming
- g.) DCI Designee - incoming
- h.) FMSAC Designee - incoming
- i.) Memo to Security w/att.
- j.) [REDACTED] Requesting graphic aids
- k.) C/Log - Requesting Vehicle & Driver
- l.) [REDACTED] List of Registered Conferees
- m.) C/RAB - Interim report of Conference
- n.) Letter of Thanks - [REDACTED]
- o.) D/Commo. - Memo of Appreciation
- p.) C/A&RC - Letter of Appreciation
- q.) C/SSS - Full report Records Officers Conference
- r.) Expression Appreciation - [REDACTED]
- s.) " " " - [REDACTED]
- t.) " " " - [REDACTED]
- u.) " " " - [REDACTED]

25X1A9a

25X1A9a

V Dissemination - Distribution

- a.) Routing to Staff - Coordinators at the Center
- b.) Routing of Office head memo's (yellow slips)
- c.) RMO Directory - used for routing RMO letters
- d.) Conference Material routed to the Staff
- e.) List of Office Heads to whom letters sent

VI Conference - Supporting Documents

- a.) Register of Conferees
- b.) Agenda
- c.) Unclassified Agenda
- d.) Speaker's Guidance sheet
- e.) Administrative Instructions
- f.) Administrative Instructions (Summary of Original)
- g.) Group Pictures (3)

Agency's Records Officers Conference

"Automation - Miniaturization"

22-23 October 1968

--Check List--

<u>Item #</u>	<u>Action</u>	<u>Date Required</u>
25X1A6a 1.	Request for DDS Approval	O.K.
2.	Request for [REDACTED] Commo Approval	11 Sep. (Done)
3.	Announcement to RMO'S	17 Sep. (Done)
4.	Memo to Office Head	18 Sep. (Done)
5.	Establish Scope & Objectives	Immediately
6.	Participants - quest speakers	O.K.
7.	Discuss printing aids - displays	24 Sep. '68
8.	Clearance request - Mr. Artel Ricks NARS	Requested 9/11/68
9.	Clearance request - Mr. Robert H. Cain (Information Storage Systems)	9/18/68
25X1A9a 10.	Initial contact [REDACTED]	1/13/68
11.	Request for Title & Location DDP Officers	9/25/68
12.	Request vehicle for speaker (s)	Sent [REDACTED] 10/15/68 25X1A6a
13.	Distribute Administrative Instructions	
25X1A6a 14.	Distribute Map [REDACTED]	O.K.
15.	Equipment required by speakers	10/15/68
16.	Speakers guidance sheet (Classified)	In draft 10/4/68 10/8/68
17.	Unclassified Version - Agenda	To V.J.B. 10/2/68
18.	Name tags etc., for Conferees	
19.	Forum grouping	
20.	Central panel selection	
21.	Send list of Conferees to Security	Draft 10/11/68

<u>Item #</u>	<u>Action</u>	<u>Date Required</u>
22.	Folders for Conferees	
23.	Registration List (for Signature)	
25.	Material for Conferees folder:	
	1. RMO list	
	2. Excerpt of Admin. Instructions (Summary)	
	3. Agenda	
	4. Copy of Glossary - pre-selected RMO'S	
	5. Pad	
	6. Pencil	
	7. Forum panel question & Forum panels	10/16/68
26.	Administration Instructions for Conferees (Summary)	
27.	Notes for welcome	
28.	Microfilm reader	